The Advantage: Meetings Model

Daily Check-in
Share daily schedules and activities
- don’t sit down
- keep it administrative
- don’t cancel even when some people can’t be there

Weekly Staff
Review weekly activities and metrics, and resolve tactical obstacles and issues
- don’t set agenda until after initial reporting
- postpone strategic discussions

Adhoc Topical
Discuss, analyze, brainstorm and decide upon critical issues affecting long-term success
- limit to one or two topics
- prepare and do research
- engage in good conflict

Quarterly Off-site Review
Review strategy, competitive landscape, industry trends, key personnel, team development
- get out of office
- focus on work; limit social activities
- don’t overstructure or overburden the schedule

Content
- Administrative
- Tactical
- Strategic
- Developmental

Timing
- Daily Check-in: 5–10 minutes
- Weekly Staff: 45–90 minutes
- Adhoc Topical: 2–4 hours
- Quarterly Off-site Review: 1–2 days

This model originated from Lencioni’s national best-seller, *Death by Meeting.*
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